

Minutes Online Meeting Participation Council held on 20/04/2020	
Attendees	Tom Sikkes (TS), Fred Poeser (FP), Simon Elgood (SE), Mag Ramachandran (MR), Maria Duarte (MD), Dameshk Wijesinha (DW), Dirk Frikkee (DF), Serena Cruz-Tyrrell (SC-T), Bozena Kopczynska (BK), Jefferson Yeh (JY), Aanya Trehan (AT), Jagna Mirska (JM)
Management Attendees	Annette Sloan (AS), Noorul Choudhury (NC), Veronica Kleipool (VK)
Apologies	Rahme Ibrahim (RI), Rashmi Kusurkar (RK), Laura Murphy (LM)

Item	Agenda item/Topic	Details	Decision/Action	Responsible
1	School Calendar - preliminary version	<p>The preliminary version seems to be incomplete as it does not include some school trips and school photos. DP2 prelims have been set too early and test weeks have been changed.</p> <p>The calendar must follow the PAE, and the PAE must be approved by the council. This has not happened, There has been no response from management regarding this. Without this and missing dates the calendar cannot be approved.</p> <p><b>AS stated this is not the school calendar and should be renamed as “school overview”. This overview gives parents, students and teachers important information about the divisions of terms over the coming academic year. The more detailed information will be included within the school calendar (iSAMS) which will be available later in the year. This year the parent teacher conferences will take place prior to the Christmas holidays to ensure that any issues are addressed prior to the three weeks away from school. The PAE will be addressed later in the year (May/June).</b></p>	<p>To arrange a meeting with management to re-look at the issues discussed. It was agreed that the DP2 elements will be removed from the school overview.</p> <p>DP2 elements to be removed from the school overview.</p>	<p>TS</p> <p>Management</p>

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2	School Plan	<p>This document is perceived to be incomplete by the Council. The Council has provided Management with feedback re concerns.</p> <p><b>AS has read the feedback provided by the Council. Distinction has to be made between strategic aims and objectives. Some of the detail outlined by the Council is more suitable for the School Development Plan.</b></p>	Further discussion to take place at a later stage.	For future agenda
3	Proposal curriculum 2020/21.	<p>After the Council meeting in January, the PC had discussed and collected detailed feedback and questions on the curriculum proposal. In this communication it was stated that overall, the council sees positive sides, but cannot make a rational decision before the missing information is provided.</p> <p><b>AS stated that NF has already provided responses to the further questions posed by the Council. The Council needs to provide more detail on what they feel is still missing from the responses given.</b></p>	To revisit NF response and bring back to a Council meeting for discussion.	TS
4	Fundraising guidelines	The Council has not approved this document due to concerns have been communicated to Management.	To arrange meeting with FS and AS to review document in the light of the concerns raised.	TS
5	Any other business	<ul style="list-style-type: none"> <li>• Discussion about an event that took place just before the schools closed. The event touches upon the absence policy for teachers in the early primary years. It seems there isn't a standard communications policy between AICS and parents for when both the classroom teacher and the TA are absent.</li> <li>• Parents would like to offer different kinds of voluntary support to AICS, such as teacher</li> </ul>	<p>To give AS specific details of this incident so she can respond more effectively.</p> <p>To speak to careers counsellors to look at possibility of linking with parents</p>	TS

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		<p>coaching, advising upper level secondary students on college admissions, etc. How should we direct parents who want to be more involved in these ways?</p> <p><b>AS stated that there needs to be more discussion regarding parents' involvement as there can be negatives such as issues of personal interest etc. However there are certainly advantages for the school. There is already a lot of parent participation at the AICS.</b></p>	<p>regarding possible coaching. AS to speak to other heads of service to look at other areas for possible parental support.</p>	<p>NC</p>
6	AOB - Covid-19 related	<ul style="list-style-type: none"> <li>School closure - until now the council has not received any communication or requests regarding the present closure of the school due to the outbreak of Covid 19. The Council understand that these are busy times and naturally would like to contribute and support wherever possible. The Council would appreciate information and involvement on ideas and possible solutions in order to collaborate and to focus on good education; and health and safety for stakeholders of the AICS.</li> </ul> <p><b>Management and experts are awaiting government decision on 21 April before planning for possible re-opening of school and ensuring safe social interaction.</b></p> <p>TS requested that management involve the Council where possible.</p> <ul style="list-style-type: none"> <li>Concerns have been raised regarding insufficient face to face on-line teaching at the AICS .</li> </ul>	<p>To provide more information for parents and students on AICS decisions and</p>	<p>AS</p>

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		<p><b>AS stated that other schools have experienced significant difficulties with the provision of more online lessons. The AICS decision to have minimal online lessons was based on IB and CIS guidelines. Once the decision is known on the 21<sup>st</sup> management will look at how students will be able to catch up on what they have missed.</b></p> <p>SE stated that from feedback from upper primary, no parents are requesting more online lessons. They are used to the enquiry based learning which is achievable at home.</p> <ul style="list-style-type: none"> <li>• <b>In respect of the DP2 graduation event, AS confirmed that original plans have been cancelled however alternative arrangements will be discussed when school re-opens.</b></li> <li>• <b>AS stated that here will be a “humane” return to school and students will be given a period of time to adjust to being back to school with no assessments.</b></li> <li>• <b>School fees – AS stated that these will not change for next year however parents will receive a reduction in the proportion of fees they pay for excursions and activities to reflect those that were cancelled in 2019/20. Parents have already been informed of this via iSAMS.</b></li> </ul>	<p>ongoing plan if school remains closed (or part of the school continues to receive distance learning).</p> <p>To include more information within communications to parents and students on curriculum and academic learning to address some of their concerns in respect of their future given the possible gaps in their learning over the closure period.</p> <p>To speak to NF regarding providing more information to DP2 students in respect of the graduation ceremony.</p> <p>To look further into DP2 elite students and those doing additional courses receiving refunds from the IB.</p> <p>To consider further communication to parents about how school fees are utilised.</p>	<p>NS</p> <p>AS</p> <p>AS</p> <p>AS</p>

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		<p><b>Some parents may have problems with paying fees in 2020/21 and as is the case every year, they can contact the school to discuss this.</b></p> <ul style="list-style-type: none"> <li>• An emergency Council meeting will be convened once government decision regarding re-opening schools is known.</li> </ul>		